



INDIVIDUAL AUGMENTATION

REPORTING INSTRUCTIONS HANDBOOK & COMMANDING OFFICER'S CERTIFICATION CHECKLIST

3 Aug 2010



WELCOME ABOARD!

This handbook was generated by the staff of U.S. Marine Corps Forces, Central Command (MARCENT) to assist the individual Marine(s), the Commander(s) and/or Responsible Officer(s), and other supporting staff personnel in the chain of command in preparing Individual Augments for deployment to the U.S. Central Command (USCENTCOM) Area of Responsibility (AOR). It is organized in a manner which permits its parts to be worked separately or concurrently.

This handbook provides a comprehensive listing of deployment readiness material and must be reviewed in its entirety as much of the information presented is directive in nature. Adhering to the requirements established herein will expedite processing and screening procedures, minimize the potential of undue hardships during deployment, and mitigate the likelihood that an IA will be returned to their parent command for not complying with or meeting all necessary requirements.

Deployments of this nature impose operational, personal, and professional demands on personnel and organizations at every level and generally affect the below personnel in the following manner:

- ❑ the Commanders – who work tirelessly to maintain their units' operational readiness, provide Marines for these temporary assignments at times when their presence is critical
- ❑ the Units – who must do without the additional expertise/capability
- ❑ the Families – who must deal with another separation
- ❑ the Marines – who received the notice to deploy -- sometimes at the last possible moment, and must comply with training and administrative requirements that are comprehensive
- ❑ the Supporting staffs – who must ensure that all of the last minute details associated with assisting another Marine to prepare to deploy in harm's way completed.

To all: you have our respect and gratitude.

Recommendations for improvement of this handbook should be submitted to the following e-mail address: marcent_LNO_CLNC@usmc.mil. This handbook is also available for download from the MarCent's NIPR webpage: https://www.marcent.usmc.mil/Nipr/content/GI/IA_Web_Page.htm.

Semper Fidelis

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
Commander's Expectations	004
U. S. Marine Corps Forces, Central Command	004
MARCENT Contact Information	004
Individual Augmentation Process – Overview	004
Travel to Tampa	005
Reporting to MARCENT	005
Processing with MARCENT	006
COs Readiness Certification Form	007
Administrative Readiness	008
Training Readiness	009
Equipment/Gear List	010
Medical/Dental Readiness	012
Individual Augment Data Sheet	014

Commander's Expectations

The Commander, U.S. Marine Forces Central Command expects all Marines to arrive fully prepared for their deployment. This includes, but is not limited to, having met all medical, security, administrative, and training requirements; being fully informed about their intended billet responsibilities and performance expectations; motivated about new challenges; prepared to represent the Marine Corps well; and with confidence in their ability to succeed.

U. S. Marine Corps Forces, Central Command

The Commander, U. S. Marine Corps Forces, Central Command (COMUSMARCENT) is the Marine Service Component Commander to the Commander, U.S. Central Command. As such, COMUSMARCENT is the senior Marine Corps representative within the USCENCOM AOR.

Marines assigned as Individual Augments (IA) will report to MarCent for processing and onward movement to the AOR. This ensures deploying Marines meet all billet requirements and are provided with a centralized, reach-back administrative center to address administrative support requirements.

MarCent, a tenant command aboard MacDill AFB, Florida, has command representatives assigned to various MarCent Coordination Elements (MCEs) located throughout the USCENCOM AOR. The Marines assigned to these MCEs will assist IA in a variety of ways, to include but not limited to; reception, onward movement, redeployment transportation coordination, and administrative support matters while deployed.

MARCENT Contact Information

DSN PREFIX FOR CONUS: 312

COMMERCIAL AREA CODE PREFIX: 813

Voice		Fax		Organizational Mail Box
DSN	COMM	DSN	COMM	
G-1 Operations				
651-7116 651-7096	827-7051 827-7096	651-7037	827-7037	comusmarcentglops@marcent.usmc.mil
Reception Center Duty Cell: COMM (813) 833-0045				
MARCENT CDO (Weekdays: 1630 – 0730; Weekend: 24 hrs)				
651-7009	827-7009	N/A	N/A	N/A
MARCENT Addresses				
Mailing			FEDEX	
Commander, U.S. Marine Corps Forces, Central Command 7115 S. Boundary Blvd MacDill AFB, FL 33621-5101			Commander, U.S. Marine Corps Forces, Central Command 2707 Zemke Ave, Bldg 548 MacDill AFB, FL 33621-5101	
MARCENT JPAS SMO Submission Codes (SECURITY CLEARANCES)				
Submit security clearance information to JPAS SMO Code: MARCENT				

Individual Augment (IA) Process Overview

Individual Augmentation is a distinct process that is used to assist Commanders to meet their manpower requirements. These requirements are identified along individual lines of skills, grades, and capabilities. Each line represents an individual; a collection of lines is known as a Joint Manning Document (JMD). The IA term originates from those individual requirements lines. As an IA, Marines may find themselves working alongside personnel of other services, countries, Marine organizations, or a combination of all three.

The Marine Corps uses its Manpower Requirements Tracking Module (MRTM) to track IA billets and monitor their sourcing status. Each IA billet is identified by a unique, six digit number, called the Requirement Tracking Number (RTN). It is important that you take note of the RTN to which you have been assigned because information about the billet's rank; MOS; job description; duration; duty location; security clearance required; supported command; etc., can be found by using the RTN to search within the MRTM. **Assuming that you do not use or have access to MRTM, you should contact parent command's S-1 or G-1 in order to access basic information regarding your assignment.**

IA Chain of Command during Assignment

MarCent is responsible for managing Marine Corps' requirements associated with USCENTCOM JMDs, representing the Marine Corps during the JMD creation and validation process, maintaining personnel accountability of IAs, and facilitating Title 10 Service functions for the Combatant Commander (COCOM) by providing IAs with personnel administration support.

The COCOM is the Senior Military Official within his/her assigned AOR, and as such, establishes and validates his/her requirements in order to accomplish their assigned mission.

The Joint Chiefs of Staff (JCS) serves as the sourcing arbiter between the Armed Services and other agencies of the Department of Defense and is responsible for approving and publishing the JMDs and the agreed upon sourcing (manning) solutions.

The Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA) assigns (tasks) IA billets for fills within the Marine Corps.

For the purposes of this handbook, the designated Marine IA will be assigned under Operational Control to COMUSMARCENT. For the length of the assignment, the Chain of Command starts with COMUSMARCENT and will terminate with COMUSMARCENT.

Assignment as an IA to a JMD can be a professionally and personally rewarding endeavor. Past experiences have shown that Marine IAs who have embodied the Marine ethos and maintained a positive attitude have reaped the benefits of serving in a joint environment. During this assignment, show them what Marines are made of.

Travel to Camp Lejeune, NC (MarCent LNO)

All travel arrangements must be made through your local TMO/ITO/SATO. Marines should travel to Camp Lejeune, NC on Sunday to report into the MarCent LNO on Monday morning. Lodging arrangements for your period in Camp Lejeune, NC must be made through the Inn of the Corps or All Points Inn, as use of government quarters is directed. **In the event that government quarters are not available; E-5 and below will receive a certificate of non-availability (CNA) from the Inn of the Corps; Officers and SNCOs will receive certificate of non-availability from All Points Inn. The Inn of the Corps can be contacted via DSN at 751-3041 or Comm (910) 451-3041; The All Points Inn can be contacted via DSN 751-3041 or Comm (910) 451-2146/5713 or (910) 451-1385/2146.** Additionally, all Marines are required to travel in business casual attire to Camp Lejeune, NC and throughout the AOR. For example, Marines are able to wear collared-shirts, casual pants and shoes. Business casual attire excludes clothing such as: jeans, tank-tops, shorts, and sandals.

****Marines are NOT authorized to drive their POV to the MarCent LNO Office in Camp Lejeune unless stationed within the local area (i.e. New River/Cherry Pt). If the IA is from outside the greater Camp Lejeune area PRIOR APPROVAL is required from MarCent.****

Arrival at Jacksonville, NC Airport

The Albert Ellis Airport in Jacksonville, NC is NOT an international airport, however, is fairly easy to navigate. While at the rental car agency ask for a local map or GPS, if needed. You will need to obtain a pass at the front gate in order to transit/drive the rental car on base. All Marines are expected to call the MarCent LNO at (910) 451 1137/9566, upon arrival.

Reporting to MarCent LNO – Camp Lejeune, NC

The MarCent LNO office is co-located within the Deployment Processing Command (DPC). The building (Bldg 331) houses the MarCent LNO Cell, MarForAf LNO and the Headquarters (CO, XO, SgtMaj) of the DPC. **Weekly processing commences promptly at 0800, each Monday.** The MarCent IA Uniform of the Day is the Desert utilities (MarPat) with sleeves up or down according to season. NO GREEN MARPAT is authorized while processing with MarCent.

*****ALL Marines WILL REPORT to the MarCent LNO, Camp Lejeune in Bldg 331, where they will be screened and processed at the DPC. Upon qualification for deployment, the IA will then fly directly to the AOR from Jacksonville/Camp Lejeune, NC. All Colonels and personnel assigned as IA to work at; MarCent, CentCom, SocCent, will fly to Tampa AFTER they are processed by the MarCent LNO and found qualified for deployment. Marines can contact the MarCent LNO office in Camp Lejeune at (910) 451-9566/1137 (DSN:751) or email: marcent_LNO_CLNC@usmc.mil for further instructions.**

Processing with MARCENT LNO

Processing with MarCent is centered on IA screening and records review, including informational and/or educational lectures covering matters from administrative support to AOR organizational structure. On average, augments will spend 4 days in Camp Lejeune. Onward orders and transportation will only be made once augments are found qualified to serve in the AOR and in the designated billet. The review consists of:

- ☐ Administrative Readiness (Records, Orders, GTCC, Passport)
- ☐ Medical/Dental Readiness
- ☐ Security Clearance level on record at the time of arrival
- ☐ Training Readiness
- ☐ Gear / Equipment Readiness

COMMANDING OFFICER'S READINESS CERTIFICATION

IA'S IDENTIFICATION INFORMATION

RANK	LAST NAME, FIRST NAME, MI	FULL SSN	MOS
MCC	PARENT COMMAND	DSN PHONE NUMBER	E-MAIL ADDRESS
RTN	REQUIRED CLEARANCE	BILLET DESCRIPTION	TOUR LENGTH
ADMINISTRATIVE READINESS			
I certify that all requirements listed in this handbook have been complied with and the Marine identified above is administratively ready for deployment. I further certify that the Marine has a GTCC/PASSPORT as required.			
ADMINISTRATIVE RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION			
Rank & Name (Print)		DSN - XXXX	Signature and Date
SECURITY CLEARANCE INFORMATION			
I certify that Marine identified above has the security clearance required by the billet and visitor's request was submitted to COMUSMARCENT.			
SECURITY MANAGER'S SIGNATURE/POC INFORMATION			
Rank & Name (Print)		DSN-XXXX	Signature and Date
TRAINING READINESS			
I certify that Marine identified above has met all training requirements for deployment.			
TRAINING OFFICER'S SIGNATURE / POC INFORMATION			
Rank & Name (Print)		DSN - XXXX	Signature and Date
MEDICAL READINESS			
I certify that Marine identified above is medically qualified for deployment.			
MEDICAL OFFICER'S SIGNATURE / POC INFORMATION			
Rank & Name (Print)		DSN -XXXX	Signature and Date
DENTAL READINESS			
I certify that Marine identified above is dentally qualified for deployment.			
DENTAL OFFICER'S SIGNATURE / POC INFORMATION			
Rank & Name (Print)		DSN -XXXX	Signature and Date
NBC GEAR READINESS			
I certify that all equipment listed has been issued to the Marine identified above.			
RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION			
Rank & Name (Print)		DSN -XXXX	Signature and Date
COMBAT GEAR (CIF) READINESS			
I certify that all equipment listed has been issued to the Marine identified above.			
RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION			
Rank & Name (Print)		DSN -XXXX	Signature and Date
COLD WEATHER GEAR (STAP) READINESS			
I certify that all equipment listed has been issued to the Marine identified above.			
RESPONSIBLE OFFICER'S SIGNATURE / POC INFORMATION			
Rank & Name (Print)		DSN -XXXX	Signature and Date
COMMANDING OFFICER'S REVIEW AND ACKNOWLEDGEMENT			
I certify that the Marine identified above meets all deployment readiness criteria.			
Rank & Name (Print)		DSN - XXXX	Signature and Date

NOTE: The Individual Augment Data Sheet and the Commanding Officer's Readiness Certification must be completed and submitted to MarCent LNO at least two weeks PRIOR to the scheduled arrival date. Submissions can be made by e-mail as .PDF attachments to Marcent LNO CLNC@usmc.mil.

Administrative Readiness

MarCent Admin POCs: DSN 651-7038/Comm: (813) 827-7038

GENERAL ADMIN MATTERS		
	ITEMS	<input checked="" type="checkbox"/>
1.	<u>Skeleton Service Record/Officer Qualification Record</u> Skeleton records will utilize the standard SRB/OQR jacket, and contain the following: <ul style="list-style-type: none"> <input type="checkbox"/> SGLI – Legible copy, most recently updated <input type="checkbox"/> RED – Certified, legible copy of Pre-Deployment Audit update <input type="checkbox"/> DD Form 4/NAVMC 793 – Legible copy <input type="checkbox"/> DD Form 1966 – Legible copy <input type="checkbox"/> BIR & BTR – certified, legible copy of Pre-Deployment Audit update 	
2.	<u>MCTFS Reporting.</u> Ensure To TAD excess is reported on UD; (MCC TMG;RUC: 53721)	
3.	<u>ECC/RECC.</u> Active and Reserve Marines must have enough obligated service to complete the entire intended assignment period and return to their parent command for separation out-processing.	
4.	<u>Government Travel Charge Card.</u> Every Marine will have a GTCC that must be in good standing before reporting to MarCent for processing.	
5.	<u>Legal Matters.</u> Marines with legal matters pending disposition are not considered qualified for deployment and should not be sent to MarCent.	
6.	<u>Mail.</u> Ensure Marine has filed mail disposition instructions.	
7.	<u>Valid Driver's License.</u> Marine must have a valid driver's license to enable car rental. MarCent has no duty drivers assigned.	
ORDER WRITING INSTRUCTIONS		
	ITEMS REQUIRED IN ORDERS	<input checked="" type="checkbox"/>
1.	<u>Length of Orders</u> <u>DTS Orders (Active Duty Marines & Reserve Marines on PCS orders):</u> -For IA's filling a billet in the AOR (Iraq, Afghanistan, etc), their DTS orders will need to be for 10 days with their PDS as the overall beginning location, Camp Lejeune, NC as the TAD location and as the "overall ending location". These 10 days will be funded by their parent command using GWOT funds. Ensure the remarks section of the DTS orders include the IA's DTS POC. MarCent will provide the IA with TAD DTS orders (MarCent Funded) covering their remainder of their TAD period to include returning to their PDS from the AOR. -Questions/concerns can be directed to the MarCent DTS Helpdesk (813) 827-7041, DSN: 312-651-7041 or e-mail; COMUSMARCENTDTS@marcent.usmc.mil . <u>Reserve MOB Orders:</u> <ul style="list-style-type: none"> <input type="checkbox"/> 210 days for 6 month billets <input type="checkbox"/> 395 days for 12 month billets -Boots on the Ground (BOG) – the actual amount of time spent in the AOR; begins once the Marine actually arrives at Kuwait (179 days or 365 days) depending on billet.	
2.	<u>Rental Car Authorization</u> - All IA orders must include authorization for a Compact Size rental car to complete the processing since MarCent has no duty drivers assigned.	
3.	<u>Per Diem/Funding.</u> - Per diem rate while processing at Camp Lejeune, NC ; Lodging/M&IE (\$70/\$46). - Deploy Per Diem while in the AOR is 3.50/day - for BOG period. The IAs' parent command WILL PROVIDE TAD funding associated with the travel to, and while in Camp Lejeune, NC. Costs will be captured and reported to service comptrollers' incremental costs for deployment in support of Operation Enduring Freedom/Iraqi Freedom. Service comptrollers will report incremental costs to DFAS-Denver IAW DODFMR 7100.14R. MARCENT will only provide funding for travel costs TO and FROM the AOR.	
4.	<u>Lodging.</u> Government Quarters directed. Obtain a Certificate of Non-availability. Contact Inns of the Corps; Comm (910) 451-3041; DSN 751-3041 (E-5 & below), All Points Inn; Comm: (910) 451-2146/5713/1385/2146; (DSN) 751-2146/5713/1385/2146 (Officers & SNCO's). In the event government quarters are not available, the IA will need to arrange for commercial billeting.	
5.	<u>Purpose of TAD.</u> Support of OIF or OEF Operations.	
6.	<u>Messing.</u> Government Messing is not directed.	
7.	<u>Weapons Transportation Authority.</u> No Weapons are authorized!!!!	
8.	<u>Commercial Air.</u> IAs will travel via COMMAIR only.	
9.	<u>Civilian Clothing.</u> Travel via commercial air will be done wearing appropriate civilian attire per MCO P1020.34G, par 1005.	

ORDER WRITING INSTRUCTIONS		
ITEMS REQUIRED IN ORDERS		
10.	Security Clearances. List security clearance held in orders (Type investigation, Investigating Agency, Date of Investigation, Date Investigation Adjudicated, Clearance Held, Clearance Eligible for). Must be verified by SSO or Security Manager. Ensure that your security clearance information is forwarded to SMO: MARCENT; enter your RTN in the POC field of the visit request.	
11.	Billet Information. List Organization, Billet Title, Line Number and RTN that Marine is assigned to fill (I.E.: MARCENT, WATCH OFFICER, 1925A101, 123456).	
12.	Excess Baggage <ul style="list-style-type: none"> ❑ Authorization in orders for 4 total pieces of checked baggage not to exceed 70 lbs per bag, plus a cased weapon (if required). ❑ Checked baggage in excess of 70 lbs will be considered as two pieces and items over 100 lbs will not be accepted. ❑ Total baggage weight must not exceed 280 lbs. ❑ Carry-on bags will not exceed 45 linear inches defined as length plus width plus height. <p>Deploying personnel exceeding these baggage limits will experience gateways rejecting their movement. Gateways are not responsible for storage of rejected bags; therefore, passengers will not be separated from their baggage to travel. The term "excess baggage" is used to allow reimbursement for charges incurred from commercial carriers for the A, B, C bags, and cased weapon to the APOE, not for additional personal bags that exceed authorized allowances.</p>	
13.	Variation of Itinerary is Authorized.	
14.	PAKISTAN. Marines deploying to Pakistan must contact MarCent LNO office immediately to receive a copy of the U.S. Embassy-Pakistan Pre-Deployment Guide at (910) 451-1137/9566 or email; Marcent_LNO_CLNC@usmc.mil . Marines must also contact the Pakistan desk at CentCom NLT 30 days before departure from their duty station to inform them of their arrival. DSN 651-6665 or Comm (813) 827-6665,	
15.	Complete CO's Readiness certification and IA Data sheet before receiving orders.	

Training Readiness

MarCent Training POCs: DSN 651-7058/Comm (813) 827-7058

STANDARD REQUIREMENTS		<input checked="" type="checkbox"/>
1.	SERE 100: Code Of Conduct (CI06033ISA). (Training required by CentCom) SERE 100: Code of Conduct; is the minimum standard for all personnel deploying to CentCom AOR. This training is available through various electronic media, to include a web-based application and a series of interactive CDs. As an alternative, this training may be completed online at MarineNet using the following URL: https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx . Copy of the completion certificate must accompany individual to MarCent.	
2.	AT/FP Level I Training. (Training Required by CentCom). As a minimum, the AT/FP training can be completed at the following website: https://atlevell.dtic.mil/at/ . Copy of the completion certificate must accompany individual to MarCent.	
3.	Isolated Personnel Report Card (ISOPREP). (Required by CentCom) The ISOPREP contains information designed to facilitate the identification and authentication of an isolated person by a recovery force. The information must be completed and uploaded online, BUT ONLY VIA SIPR utilizing the Personnel Recovery Mission Software (PRMS) website at: https://prmsglobal.prms.af.smil.mil/prms215/login/start.aspx .	
4.	Pre-Deployment Training Program (PTP). (Block I&II) Marines assigned as Individual Augments to CentCom AOR will complete mandated PTP training requirements listed at TECOM website utilizing the following URL: https://www.intranet.tecom.usmc.mil/hq/divisions/g3/ptp/augindividual.aspx . <ul style="list-style-type: none"> ➤ Block I: All Marines, to be conducted at home station on common Marine Warfighting Skills (Battle Skills Test-Entry Level plus MOS school and Unit refinement) ➤ Block II: All Marines, to be conducted at home station on current operating environment skills (current common individual skills requirements) ➤ HEAT Training: All Marines, to be conducted at home station prior arriving to MarCent. CentCom will no longer grants waivers for HEAT Training. <p>Marines who report to MarCent without having completed the mandated PTP, HEAT and Special training will be returned to their parent command.</p>	

	SPECIAL REQUIREMENTS	<input checked="" type="checkbox"/>
A.	Joint Individual Augmentee Training (JIAT). (Training required by CentCom) Marines in pay grades E7-E9, O3-O6 and ALL WO's are required to complete the online JIAT Program prior to reporting to MarCent. IAs will access the Joint Knowledge Online (JKO) utilizing the following URL: http://jko.jfcom.mil/iastruct.html . READ the instructions and complete the online course for their projected IA assignment location. Click on the icon (or link) for the JTF HQ operational area; Afghanistan/ISAF HQ or Afghanistan/OEF, or Iraq/OIF. IAs should contact the JIAT coordinator, jiatprogram@jfcom.mil , DSN (312) 668-5577, Comm (757) 203-5577, if you have questions about JIAT program requirements and curriculum content. Contact the JKO Help Desk at JKOHelpDesk@jfcom.mil , or call DSN (312) 668-5654, or Comm (757) 203-5654 for technical assistance.	
B.	NATO Online Training. (Training required by CentCom). Marines IA deploying to NATO Commands in Afghanistan (ISAF, RC-S, NTM-A, IJC) must complete the online ISAF Training Course found on the NATO web at https://jatl.act.nato.int/ADL_Courses/ . Prior to registering for your online course you will need to email MarCent at MarCent_LNO_CLNC@usmc.mil to receive the invitational "keyword" in order to complete registration and access the training.	
C.	MRAP Egress Trainer (MET). (Training required by CentCom). All Marines: To reduce the rate of serious injury and to enhance survival rates in combat and non-combat related MRAP rollover incidents, all IAs must be familiar with MRAP egress procedures. This training will be conducted in theater once the MET trainers become available. However, Marines are encouraged to participate in the MET trainer, if available, at his/her unit prior to departing for their IA billet.	
D.	High Threat Personnel Tactical Survivability Program (HTPTSP). (Training required by CentCom). Marines deploying to Pakistan must complete the U.S. Army Military Police School (USAMPS) Anti-terrorism Evasive Driving Course-Staff Driver at Ft. Leonard Wood, MO in the Army Training Requirements and Resource System (ATRRS) prior to checking with MarCent. Prior reporting to USAMPS, you must have a reserved ODRP slot. All students must have a reserved ATRRS slot to attend the Anti-terrorism Evasive Driving Course-Staff Driver (ATRRS Course Number 7H-F23/830-F16), School (191). Reserved ODRP slots must be coordinated/reserved NLT 45 days before school date. Services must utilize their quota source manager to reserve a USMPS school slot in ATRRS. Your POC is Major Jamison "YI", FSTB Formal School, TECOM at: Jamison.Yi2@usmc.mil ; Comm. (703) 432-0071 or DSN: (312) 378-0071.	
E.	Defense Institute of Security Assistance Management (DISAM). (Training required by CentCom). Marines deploying to Pakistan for longer than 6 months, must attend the DISAM Overseas Resident Course (SCM-O) at Wright-Patterson Air Force Base, OH prior reporting to MarCent. Information regarding the course can be found at: http://www.disam.dsca.mil/DISAM/external%20links/SCM-O.asp . POCs are Ms. Rebecca Dakin or Ms. Barbara Kitchen at 937-255-4144 or DSN 785-4144.	
F.	Anti-Terrorism Finance Cell Training (ATFC) (Training required by CentCom). Marines IAs filling billets with ATFC in Afghanistan are required to attend a 2 week initial orientation and counter threat finance instructions prior to reporting to MarCent for deployment. POC is Mr. Ronnie Shamberger, CentCom Counter Threat Finance at Comm: (813) 827-8419/DSN: 651 or email: shamber@centcom.mil.	
G.	Joint Special Operations Command (JSOC) (Training Required by JSOC) Marines filling billets with JSOC must contact JSOC for course information and dates via email: JIB-DAMAT@JDI.SOCOM.MIL . Marines must report to MarCent 10 days prior to their JSOC course date.	

Equipment/Gear List

MarCent G-4 POC: DSN 651-7047/COMM 813-827-7047

ITEM(S)	QTY	<input checked="" type="checkbox"/>	REMARKS
MISCELLANEOUS			
Sea/Parachute Bag	3		
Sea Bag Locks	3		
Carry-on bag (non-military)	1		
Sewing Kit	1		
Hygiene Kit (30 day supply)			
Chap Stick (30 day supply)			
Sun Screen (30 day supply)			
Prescription eye glasses	2		
Ear Plugs (set)	1		
Skeleton SRB/OQR (per admin instructions section)	1		
Skeleton Medical Record (per medical instructions section)	1		
Skeleton Dental Record	1		
Immunization Vaccination Record (PHS 31)	1		
Valid Drivers License	1		
ID card	1		
GOVT Passport and (2 Yr) Multi-Entry Visa			*Pakistan Billets Only*
UNIFORMS & CLOTHING			
Business Casual Attire w/shoes (i.e., slacks, collared shirts; shoes)	2 sets		
Tags, Personal Identification (Dog Tags)	2		
ALPHA's & CHARLIES (directed if duty is in Tampa)	1 set		Official Events
Desert Utilities	4		3 Total for OIF
Woodland Utilities	1		*Afghanistan Marines Only*
Desert Utilities/Boonie Covers	2		
Green T-shirts	7		
Socks (Boots, standard issue)	7		
Underwear	6		
Boot bands (sets)	5		
Boot laces (sets)	2		
Rank insignia	3		
Web belt or Martial Arts Belt	2		
Green Sweats (Top/Bottom)	1		
PT Gear (Set) Green on Green. No rainbow PT Gear	2		
Running Shoes	1		
PT Socks (White)	2		
Safety Belt (Reflective)	1		
Towel & Face Cloth (each)	2		
Shower Shoes	1		
Laundry Bag w/pin	2		
FLAME RESISTANT ORGANIZATIONAL GEAR			
LEVEL 1			
Light Weight Balaclava	1		
Midweight Balaclava	1		
NOMEX gloves, knee & elbow pads (set)	1		
Long Sleeve T-Shirt	2		
LEVEL 2			
Combat Shirt & Trouser Ensemble	2		
NBC DEFENSE			
MOPP Suit (Complete w/gloves & boots (Sets)	2		
FPM w/new filter	1		
Gas Mask inserts (as required)	1		
C2 A1 Filter	2		
M291 Skin DECON kit	2		
M-8 Paper (package)	1		
M-9 Roll	1		

STAP/CTEP COLD WEATHER GEAR			
Windpro Fleece	1		Afghanistan Marines Only
Buffalo Jacket (300 wt)	1		Afghanistan Marines Only
ECW Mitten System	1		Afghanistan Marines Only
Silkweight Top & Bottom	1		Afghanistan Marines Only
Lightweight Exposure Suit	1		Afghanistan Marines Only
EC/W Mountain Boot AKA Rugged All Terrain (RAT)	1		Afghanistan Marines Only
EC/W Mountain Socks	4		Afghanistan Marines Only
COMBAT GEAR LIST			
Light Weight Helmet w/Pads	1		
Fleece Shirt (Coyote-Tan Color)	1		
Helmet Cover (Desert MarPat)	1		
Modular Tact Vest (Coyote, w/Neck and Throat Pads)	1		
E-SAPPI Plates (MTV)	2		
E-SIDE SAPPI Plates (MTV)	2		
E-TOOL w/Carrier	1		
Improved Load Bearing Equip (ILBE) Pack	1		
Individual First Aid Kit (IFAK)	1		
Hydration System (Camel Pack)	1		
Poncho Liner	1		
Field Tarp (Replace Poncho)	1		
Sleeping System	1		
ISO Mat	1		
Poly-Pro, Long Underwear (Set)	2		
Watch Cap, Fleece	1		
Neck Gaiter	1		
Ballistic Goggles (Mandatory Eye Protection)	1		
Flashlight w/Red Lense & Batteries	1		
APECS Gortex Jacket	1		
APECS Gortex Trouser	1		
Canteen w/Cover	2		
Canteen Cup	1		
Glove w/Inserts, Pair (Black)	1		
*Pistol Holster	1		
*Magazine pouch (Double) for corresponding T/O weapon	1		
*Assault sling for T/O weapon (M-4 or M-16)	1		

* Marines will receive their T/O weapon, 2 magazines and ammunition in the AOR.

STAP/CTEP Cold Weather Gear

All Marines deploying to Afghanistan must contact their local CTEP/STAP Office (not CIF) at their PDS to receive their cold weather gear. Commands without local CTEP/STAP office must have their Supply Officer coordinate with the nearest CTEP/STAP to have the gear shipped to them. MarCent does NOT issue CTEP/STAP gear.

I MEF G-4 (MC Installations West) Comm: (760) 763-8269 /8268

II MEF G-4 (MC Installations East) Comm: (910) 451-8838

III MEF G-4 (Hawaii, Okinawa) DSN: 315-622-8243 Overseas Comm: 011-81-611-723-2626

Medical/Dental Readiness

The information contained in or attached to this document is legally privileged, confidential, and intended for use only by the individual or entity to which it is transmitted. Any other use of this communication is strictly prohibited. Privacy Act of 1974 applies.

Medical requirements listed **must be** met prior to reporting to MARCENT. Medical/Dental Deployment readiness must be certified by the Unit Medical Officer and the Unit Commander. Failure to comply with all requirements may result in the return of the member to parent unit or deployment processing center.

MEDICAL POC: DSN 651-7175/COMM 813-827-7175

	MEDICAL / DENTAL REQUIREMENTS BASED on CENTCOM MOD 10 Current as of 5 March 2010 (For exceptions see CENTCOM MOD 10)	<input checked="" type="checkbox"/>
1.	<p><u>Deployment Medical Record:</u> Deployment records will utilize the standard record jacket (NAVMED 6150/XX Labeled "Deployment Record") and will include copies of the following documents:</p> <p><u>Section I</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Updated and current DD-2766 (Adult preventive and chronic care flow sheet) including medications and allergies and summary sheet of current and past medical surgical problems. <input type="checkbox"/> Documentation of blood type and RH, Sickle Cell status, and G6PD status. <input type="checkbox"/> Documentation of DNA sample: confirm that sample is on file. Contact DoD DNA specimen repository (telephone 301-319-0366, DSN prefix 285-XXXX; E-mail afrssir@afip.osd.mil). Document on DD-2766. <input type="checkbox"/> Copies of DD Form 2215 and DD Form 2216 <input type="checkbox"/> Copy of current corrective lens prescription as required. <input type="checkbox"/> Special SF600 documenting issue of Red Warning Tag, if required. <input type="checkbox"/> Documentation of completion of the following vaccinations/screenings: <ul style="list-style-type: none"> o Hepatitis A o Hepatitis B vaccine. Required for all personnel. o MMR vaccine o Polio o Tetanus/Diphtheria o Typhoid o Influenza – current year's seasonal vaccine and event specific influenza (e.g. H1N1) o Yellow Fever o Meningococcal vaccine (Country specific) o Anthrax. (IAW current service administration policy) Include copy of SF-601's for anthrax. o Smallpox. Include the signed smallpox screening questionnaire as part of the deployed medical record. All personnel deploying into the CENTCOM AOR for 15 days or more will receive the smallpox vaccination, excepting those with a medical recommendation for waiver. o Malaria. Copy of Special SF600 documenting issue of Malaria chemoprophylaxis as required. <u>Member must report with required chemoprophylaxis if required at destination country.</u> o Tuberculosis screening: In compliance with PHA (Periodic Health Assessment) using NAVMED 6224/8 per BUMEDINST 6224.8A CHP-1 <p><u>Section II</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> If member is under care for an active/chronic health condition, copies of the last 3 SF-600 entries. <p><u>Section III</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of DD Form 2795 completed for deployment destination country and signed by Medical Officer. <input type="checkbox"/> Copies of current periodic health assessment with finding of "Member Fit for duty and world wide assignment" and any applicable special physical and applicable certifications. <u>Service members must be fit for worldwide deployability. Periodic health assessments and special duty exams must be current IAW service policy and remain current for the anticipated duration of deployment.</u> <input type="checkbox"/> <u>NCAT:</u> Baseline Pre-Deployment Neuro-Cognitive Assessment Tool, testing must be performed within 12 months of deployment in accordance with MARADMIN 633/08 (070344Z NOV 2008) and be recorded in service data base and electronic medical record. 	

	<p>❑ <u>FEMALES</u></p> <ul style="list-style-type: none"> ○ Pap within 6 months of deployment ○ HCG (pregnancy test) within 14 days of deployment ○ Women over 40 must have mammogram within 12 months of deployment <p><u>Section IV</u></p> <p>❑ HIV screening: must have documentation of HIV screening within the previous 90 days.</p> <p><u>Dental Record</u></p> <p>❑ Member to deploy with copies of panoramic x-ray and current dental exam performed within the previous 12 months, including documentation of current dental class I or II noted. <u>Exams must remain current for the anticipated duration of deployment. Lowest dental classification II is allowable for deployment, class I is preferred.</u></p> <p>Notes:</p> <ul style="list-style-type: none"> - Medical and Dental readiness will be downloaded into the Medical Readiness Reporting System (MRRS)**** - Both Medical and Dental Records (Skeletons) must accompany Marine. 	
2.	<u>Prescription medications.</u> Personnel will deploy with sufficient medications for the duration of the deployment, or at least a 90-day supply. Follow on Tri-care mail-order pharmacy refill is recommended. Details are available at www.express-scripts.com . <u>Females taking oral BCP must bring supply for length of deployment.</u>	
3.	<u>Prescribed personal medical equipment.</u> Provide 2 pair of prescription eyeglasses, protective mask inserts, prosthetics, and orthodontic equipment as required by the service member.	
4.	<u>Occupationally Required Protective Equipment.</u> Member will report with required occupational personal protection (i.e. Personal exposure dosimeters, particulate respirators and personal safety equipment required in the performance of duties).	

INDIVIDUAL AUGMENT DATA SHEET

IA'S IDENTIFICATION INFORMATION

RANK	LAST NAME, FIRST NAME, MI			FULL SSN	MOS
MCC	PARENT COMMAND		DSN PHONE NUMBER	E-MAIL ADDRESS	
RTN	BMOS	BILLET TITLE		SCTY CLR REQ	SCTY CLR HELD

FLIGHT ITINERARY

FLIGHT ITINERARY					
DEPARTING FROM:			ARRIVING TO: CAMP LEJUENE, NC		
FLT #	TIME	DATE	FLT #	TIME	DATE

LODGING INFORMATION

HOTEL NAME	ROOM #	HOTEL TELEPHONE #	YOUR CELL PHONE #
EMERGENCY CONTACT INFO			
POC NAME /RELATIONSHIP		POC CONTACT NUMBER	